

**IDHS DIVISION OF TRAINING**  
**FIRE OFFICER I**  
**PRACTICAL SKILLS AND EXAMINATION HANDBOOK**



**FIRE OFFICER I LEAD EVALUATOR HANDBOOK FOR  
PRACTICAL SKILLS**

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**Skill Sheet #1, Human Resource Management**

**Assign tasks or responsibilities to unit members, given an assignment at an emergency operations, so that the instructions are complete, clear and concise; safety considerations are addressed; and the desired outcomes are conveyed. (*NFPA 1021, 2003 Edition, 4.2.1*)**

**Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures and forms, so that all required critical element are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures. (*NFPA 1021, 2003 Edition, 4.6.4*)**

**Directions**

The candidate will assume the role of company officer supervising the first-due fire company at a residence fire. Candidate will assign tasks or responsibilities in a complete, clear and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will then conduct a post-incident analysis of the incident using proper polices and procedures.

Task Steps	
1.	Assign tasks or responsibilities to unit members at an emergency
2.	Condense instructions in an understandable way
3.	Give instructions that are complete, clear and concise
4.	Confirm understanding of assignments
5.	Convey desired outcomes
6.	Efficiently utilize personnel and equipment available to the company

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| 7. | Conduct a post-incident analysis using proper policies, forms and procedures |
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Prevent or prohibit any unsafe acts.

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### **Skill Sheet #2, Human Resource Management**

**Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear and concise; safety considerations are addressed and the desired outcomes are conveyed.(NFPA 1021, 2003 Edition, 4.2.2)**

**Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments. (NFPA 1021, 2003 Edition; 4.2.6)**

#### **Directions**

The candidate will assume the role of a company officer supervising four firefighters at a substation. The company's assignment is to mow the lawn, trim grass around obstructions, prune the shrubbery, police the property for waste, and clean the apparatus aprons for an inspection tomorrow. The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company's assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.

#### **Equipment & Materials**

- |                            |   |
|----------------------------|---|
| • 1 gasoline leaf blower   | • 1 riding mower                                |
| • 1 push mower             | • 1 gasoline trimmer                            |
| • 1 garden hose with water | • 2 pruning scissors                            |
| • 2 trash cans             | • 4 pair of gardening gloves and safety glasses |

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Task Steps	
1.	Establish reliable method of alerting company for emergency runs
2.	Provides appropriate safety equipment to each member based on task
3.	Give instructions that are clear, concise and precise
4.	Efficiently utilize personnel and equipment available to the company
5.	Provide supervision of each member
6.	Create a written plan that fully accomplishes the assignment

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**Skill Sheet #3, Human Resource Management**

**Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently and as directed. (NFPA 1021, 2003 Edition, 4.2.3)**

**Directions**

The candidate will assume the role of a company officer conducting training evolution for those under his command. The candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures.

Task Steps	
1.	Give understandable verbal instructions to the company members
2.	Conduct the evolution in a safe and efficient manner
3.	Ensure compliance with applicable policies and procedures
4.	Maximize learning by anticipating needs or problems
5.	Address improper methods or mistakes made by company members
6.	Successfully complete the training evolution

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**Skill Sheet #4, Human Resource Management**

**Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, that the situation is identified and the actions taken are within the established policies and procedures.(NFPA 1021, 2003 Edition, 4.2.4)**

**Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (NFPA 1021, 2003 Edition, 4.2.5)**

**Directions**

The candidate will assume the role of company officer. A subordinate member of the fire department approaches the company officer privately at the beginning of a shift. The subordinate reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident. The subordinate is not sure they will be able to perform at full effectiveness due to these problems. Candidate must listen carefully to determine the true nature of the problem and provide emotional support through active listening. Candidate will determine an initial course of action (within the company officer scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the company officer's next in line supervisor.

Task Steps	
1.	Ensure the privacy of conversation between officer and subordinate
2.	Understand and apply knowledge of post-critical incident stress
3.	Demonstrate a caring, mature, and responsible attitude
4.	Adhere to applicable policies and procedures
5.	Make verbal notification to officer's supervisor as soon as possible
6.	Make a good faith written recommendation for further action

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**Skill Sheet #5, Community and Government Relations**

**Initiate action on a community need, given policies and procedures, so that the need is addressed. (NFPA 1021, 2003 Edition, 4.3.1)**

**Deliver a public education program, given the target audience and the topic so that the intended message is conveyed clearly. (NFPA 1021, 2003 Edition, 4.3.4)**

**Directions**

Candidate will respond to a community need about public education program (such as CPR class, fire extinguisher class, fire safety class or similar) candidate will answer the need accurately, courteously, and in accordance with policies and procedures. Candidate will then deliver a public education program, given the target audience and topic.

Task Steps	
1.	Demonstrate understanding/compliance with policies and procedures
2.	Respond to the community need accurately and in a timely fashion
3.	Demonstrate the ability to coordinate and schedule a public education program
4.	Delivers a public education program that meets the need of the community
5.	Delivers the public education program so that the intended message is conveyed clearly.

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**Skill Sheet #6, Community and Government Relations**

**Initiate action to a citizen's concern, given policies and procedures to that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. (*NFPA 1021, 2003 Edition, 4.3.2*)**

**Directions**

The candidate will assume the role of a Company Officer when a citizen comes into the fire station to complain about careless driving and excessive noise of fire department vehicles in his neighborhood. Candidate will receive the complaint, provide an immediate verbal response to satisfy the citizen's desire that something is to be done, and follow up by initiating proper action according to policy.

**Materials needed**

- A citizen
- Policy and procedures

Task Steps	
1.	Give serious and immediate attention to the citizen's complaint
2.	Assure citizen that action will be taken to alleviate his concern
3.	Behave in a respectful, professional, and courteous manner
4.	Allow the citizen time to adequately communicate his concern
5.	Initiate prop action as required by policy
6.	Make notification of complaint to the proper individual, if applicable



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**Skill Sheet #7, Community and Government Relations**

**Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously and in accordance with applicable policies and procedures. (*NFPA 1021, 2003 Edition, 4.3.3*)**

**Directions**

Candidate will assume the role of a Fire Department Officer and respond to a public inquiry. Candidate will answer the inquiry accurately, courteously, and according to established policies and procedures.

Task Steps	
1.	Demonstrate understand/compliance with policies and procedures
2.	Answer the public inquiry accurately
3.	Project a professional and courteous demeanor
4.	Demonstrate ability to effectively communicate verbally
5.	Demonstrate effective written communication, if applicable
6.	Respond to the public inquiry in a timely fashion

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**Skill Sheet #8, Administration**

**Recommend change to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members. (NFPA 1021, 2003 Edition, 4.4.1)**

**Execute routine unit-level administrative functions, given forms, and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures. (NFPA 1021, 2003 Edition, 4.4.2)**

**Directions**

Candidate has a new (or existing) policy involving the completion of a written report (such as injury reporting, incident reporting or similar). Candidate will assume the role of a Company Officer providing this policy as new information to the company members. Candidate will demonstrate to the members the proper method of completing each form or report covered by the policy.

For this skills evaluation checklist, students will need:

**Equipment & Materials**

- Company members
- Forms or report required by the policy
- Dept policy or procedure
- Policy covering written report of any type
- Photos/drawing etc

Task Steps	
1.	Show understanding and personal compliance with new policy
2.	Describe new policy in a manner understandable to the members
3.	Answer questions correctly with regard to the new policy if any
4.	Demonstrate how new policy requires form /report to be completed
5.	Adequately communicate information verbally and in writing

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| 6. | Communicate why the new policy is necessary |
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**Skill Sheet #9, Administration**

**Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data. (NFPA 1021, 2003 Edition, 4.4.3)**

**Directions**

Candidate will create a budget request using the proper forms, procedures and supporting data to be submitted to the proper budget coordinator.

For this skills evaluation checklist, students will need:

**Equipment & Materials**

- Specific facility
- Budget planning policy and procedures
- Budget forms or reports
- Uniform or other credentials to ensure proper identification to business owners/occupants when obtaining supporting budget data.

Task Steps	
1.	Obtain proper request forms and procedures
2.	Research revenue sources for budget
3.	Obtain supporting data to the budget request
4.	Develop and organize an outlined budget plan
5.	Produce completed plan using the appropriate forms and reports
6.	Submit complete budget packet to proper budget coordinator

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**Skill Sheet #10, Inspection and Investigation**

**Evaluate available information given a fire incident, observations, and interviews of first-arriving members and other individuals involved in the incident, so that a preliminary cause of the fire is determined, reports are completed and if required, the scene is secured and all pertinent information is turned over to an investigator. (*NFPA 1021, 2003 Edition, 4.5.1*)**

**Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. (*NFPA 1021, 2003 Edition, 4.5.2*)**

Candidate will assume the role of Fire Dept Officer and will be given a real or simulated fire incident scene. First-arriving members and others involved in the incident will be available from which to gather information about the incident. The candidate will identify a preliminary fire cause, secure the scene and evidence, complete the required reports and demonstrate the proper procedure for calling an investigator.

For this skills evaluation checklist, students will need:

**Equipment & Materials**

- Real or simulated fire scene
- Reports or witness statement forms
- Rope or barrier tape
- Persons to act as first-arriving and others to act as witnesses, occupants or others with incident information.

Task Steps	
1.	Adequately secure the fire scene to protect evidence
2.	Establish a scene perimeter which prohibits unauthorized entry
3.	Effectively interview persons involved with the incident
4.	Establish a preliminary fire cause

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5.	Create necessary reports and record witness statements
6.	Establish need for investigator and use proper methods to request one.

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**Skill Sheet #11, Emergency Service Delivery**

**Develop a pre-incident plan, given an assigned facility and preplanning policies, procedures, and forms, so that all required elements are identified and the approved forms are completed and processed in accordance with policies and procedures. (*NFPA 1021, 2003 Edition, 4.6.1*)**

**Candidate will create a pre-incident plan for a specific fire facility. Candidate will demonstrate compliance with pre-planning policies and procedures. All necessary elements of the pre-incident plan will be included in the appropriate forms or reports.**

For this skills evaluation checklist, students will need:

**Equipment & Materials**

- Facility
- Pre-incident planning and procedures
- Pre-incident plan forms or reports
- Identification for business owners when obtaining pre-incident plan data.

Task Steps	
1.	Initiate initial contact with courtesy and professionalism
2.	Obtain cooperation by emphasizing the reasoning behind the plan
3.	Exhibit professional appearance and demeanor for the site visit
4.	Include all elements of the pre-incident plan according to policy
5.	Produce completed plan using the appropriate forms and reports
6.	Communicate effectively using both verbal and written methods

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**Skill Sheet #12, Emergency Service Delivery**

**Develop an initial action plan, given size up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency. (*NFPA 1021, 2003 Edition, 4.6.2*)**

**Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preprimary plan, so that resources are deployed to mitigate the situation. (*NFPA 1021, 2003 Edition, 4.6.3*)**

**Directions**

Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account or assigned personnel so that resources are effectively deployed to mitigate the situation.

**Equipment & Materials**

- Emergency incident scenario including type of incident, size-up information and assigned resources. •

Task Steps	
1.	Develop and implement an effective action plan
2.	Analyze and use information gained in size-up
3.	Utilize resources in a reasonable, safe and prudent manner
4.	Maintain supervision and accountability for personnel
5.	Communicate effectively using both verbal and written methods
6.	Implement and operate within the emergency management system

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**Skill Sheet #13, Health and Safety**

**Apply safety regulations at the unit level, give safety policies and procedures, so that required reports are completed, in-service training is conducted and member responsibilities are conveyed.**

**Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures. (*NFPA 1021, 2003 Edition, 4.7.1*)**

Candidate will assume the role of Fire Dept. Company Officer and will conduct an initial accident investigation involving a fire dept. vehicle. Provided with an actual or simulated accident scenario, candidate will interview witnesses, complete required reports, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person, candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident.

For this skills evaluation checklist, students will need:

**Equipment & Materials**

- Safety policies and procedures
- Persons to act as witnesses
- Actual or simulated scenario complete with photos, sketches, circumstances or witness statements to be presented as the candidate performs the investigation
- Investigative policies and procedures
- Accident report forms

Task Steps	
1.	Freeze apparatus in position to conduct investigation
2.	Make appropriate accident notifications according to policy
3.	Utilize all available resources to document accident conditions
4.	Interview witnesses, including driver/operator to obtain facts
5.	Identify factors contributing to the accident

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6.	Complete appropriate forms, reports, statements per required policy
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